

~~SECRET~~
SECURITY STAFF

LOGISTICS OFFICE

DISCUSSION

At the time the present organization of the Logistics Office was approved (March 1953), the Security element was established as a part of the Administrative Staff. The Security Officer has, in actual practice, reported direct to the Chief of Logistics on all matters of a security nature requiring his attention. Security functions have been successfully accomplished through the facility of direct communication between the Security Officer and the Chief of Logistics, and between the Security Officer and representatives of Logistics Office components. The proposal for establishing the Security Staff as a separate Staff reporting directly to the Chief of Logistics is an organizational change which has proven successful in actual practice.

JUSTIFICATION

1. An examination of work performed in the Security Staff reveals that there is insufficient clerical assistance to perform necessary typing and records maintenance activities. Even with two employees engaged full time in clerical work, it will be difficult to maintain the work in a current status and to establish records in a condition most conducive to effective operation.
2. The attached estimated workload data for each major activity of the Security Staff is furnished for justification of staffing proposed.

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WORKLOAD DATA
SECURITY STAFF
LOGISTICS OFFICE

Principal Duties and Hourly
Breakdown on a Monthly Basis

Estimated Man
Per Month

Technical

I. INTERNAL SECURITY:

Establishing and/or reviewing security duty rosters; investigating physical security violations; briefing, advising and counseling of employees; processing special requests concerning employees outside activities (i.e., employment, organizations, court cases, educational courses, etc.); special personnel problems regarding clearances, badges, questionnaires; special investigations; certification of clearances to outside contacts; reports on subversive information and literature; post office box problems and situations; pseudonyms and aliases; etc.

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II. PROCUREMENT:

1. Classified Contract Program

- (a) Establishing initial security contact with Contractor; review of contract and basis for classification and determination of necessary minimum security requirements; maintenance of liaison between Logistics Office and the Contractor, and between Logistics and requisitioning office re security matters; obtaining security agreements; briefing of contractor; advising contractor of his security violations; special problems, etc.
- (b) Security inspection of contractor's facilities to insure compliance with Agency security policy and contract security requirements - including preliminary "spade work" and final report and follow-up action

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WORKLOAD DATA
SECURITY STAFF
LOGISTICS OFFICE

Estimated
Per Month

Technical

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IV. SUPPLY (Cont'd):



V. REAL ESTATE AND CONSTRUCTION:

Review and analyze projects and proposals with a view toward furnishing advice and counsel relative to security aspects of all real estate and construction matters. Monitor special arrangements (i. e., safe house acquisition).

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VI. PRINTING AND REPRODUCTION:

Developing and maintaining a physical security program for the Printing and Reproduction Division designed to provide effective protection of division activities against penetration by unauthorized elements, as well as to provide effective protection of classified matter or information within the protective custody of the division against loss, compromise or disclosure.

VII. STAFFS:

Furnish security advice and counsel as required and perform studies and investigations when necessary.



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WORKLOAD DATA
SECURITY STAFF
LOGISTICS OFFICE

Estimated Manhours
Per Month

Technical

VIII. GENERAL:

1. Security Clearances - Commercial Contractor clearances; continuing liaison clearances, contact; covert and special purpose clearances, etc. Advise and counsel regarding, processing, correspondence and maintenance of files and records. Liaison between Logistics Office and all other Agency components relative to contract clearances.	145
2. Supervision (SO/LO only) of Security Staff personnel, job sheets, evaluation, leave matters, assignment and review of work, etc.	44
3. Perform other duties, inspections and investigations as required by the Chief of Logistics and/or the Director of Security.	35
	<u>947</u>
	<u>95</u>
Total	1042
Plus 10% Leave Factor	
Total Manhours	
Staffing	
Positions required	

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STATEMENT OF FUNCTIONS
SECURITY STAFF
LOGISTICS OFFICE

Under the technical guidance of the Director of Security and within the framework of current CIA security policies, regulations and procedures:

1. Reports directly to the Chief of Logistics and acts as his direct representative on all security matters concerning the Logistics Office.
2. Advises Logistics Office personnel both headquarters and field, regarding security measures necessary in their daily operations and administration.
3. Confers with the Director of Security on all Logistics Office security matters affecting Agency-wide security policy and recommends desirable CIA security policies as related to Logistics Office operations.
4. Coordinates with the Chief of Logistics and the Director of Security, action to be taken on security violations or compromises involving the Logistics Office.
5. Prepares or directs the preparation of internal security directives, notices and regulations subject to the approval of the Chief of Logistics and the Director of Security as appropriate.
6. Reviews for approval and concurrence all Logistics Office proposals, plans, projects and activities where security is a factor.
7. Serves in a liaison capacity on all security matters relating to other Agency components and the Logistics Office.
8. Initiates security clearance procedures and maintains necessary records in all cases where in order to accomplish its objectives, the Logistics Office must disclose classified information to non-Agency individuals.
9. Conducts inspections of Logistics Office installations, present and proposed, to insure that the security facilities are adequate for the protection of sensitive materials and activities, and that proper security measures are being enforced.

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STATEMENT OF FUNCTIONS (Cont'd)
SECURITY STAFF
LOGISTICS OFFICE

10. In relation to the classified contract program of the Logistics Office; establishes initial contact, initiates clearances, briefs contractors regarding Agency security requirements, and conducts inspections of the contractors' facilities to determine that the contractor has adequate security provisions in accordance with the sensitivity of the production and the classification of the contract.
11. Conducts special security studies and performs any other duties, inspections and investigations as requested by the Chief of Logistics and/or the Director of Security.

SECURITY STAFF, LOGISTICS OFFICE
PROPOSED T/O

25X9

ORGANIZATIONAL UNIT	NUMBER	POSITION	PRESENT APPROVED GRADE	PROPOSED GRADE
Security Staff				

TAB "C"
TR&P Staff